



GRAFTON PUBLIC LIBRARY

35 GRAFTON COMMON
GRAFTON, MASSACHUSETTS 01519

PH: (508) 839-4649

FX: (508) 839-7726

www.graftonlibrary.org

MINUTES

GRAFTON PUBLIC LIBRARY BOARD of TRUSTEES

Regular Meeting

Municipal Center Conference Room A

October 14, 2015

7:00 p.m.

RECEIVED 10/21/2015
GRAFTON, MA
2015 FEB 23 PM 6 49
KE

Present: Gary Beauchamp, Trustee; Douglas Bowman, Chair; Marilyn Cusher, Trustee; Beth Gallaway, Library Director; Diane Libbey, Co-Chair; Dana Wilson, Trustee Cynthia Zarriello, Trustee

Excused: Carrie Hogan, Trustee

Guest(s):

Call to Order. The meeting was called to order by Doug Bowman, Chair, at 7:04 p.m. in Conference Room A of the Municipal Center.

Review of Minutes. Motion was made to approve the minutes for the September 9, 2015 meeting as written by Cyndi Zarriello, seconded by Diane Libbey, and approved by all.

Bills to be Signed. Current and previously signed bills were presented for signatures, motion was made to accept bills as presented by Marilyn Cusher, seconded by Diane, and approved by all.

Old Business:

SHRAB Grant Update. Doug B. noted that the letter from the Board of Trustees approving Beth Gallaway's application for a SHRAB Grant asking for 50% of the cost of acid free boxes for archival newspaper and monograph storage to be covered. Doug will sign the letter and provide Beth Patch with a signed copy for the record. The grant is on hold while we wait for pricing from Green Dragon, for map restoration, before proceeding.

GRANTS

Tufts Grant Update.

MBLC Grant Update.

MIIA Grant Update.

2016-2017 Construction Grant. Beth Gallaway reported that Melissa Hubbell, a volunteer will be helping to put together the needs, and current state of the Library portion of the grant. Beth G. further noted that she has not received feedback from Trustees on the building program. Included in tonight's packet are Sections I, II, III, IV, and VII, the first part of the grant, which are due within the next ten days. Doug Bowman discussed the "task list" created after each meeting. It was agreed that all Trustees will read all sections and send feed back to Beth G. immediately. Cyndi Zarriello will research for repair, maintenance, and improvement to the Library as part of Section IV. Trustees will review these sections and feedback will be provided to Beth G. within a week; there will be more pages to review by month's end. As well, any sections posted on the Library website will be identified as *DRAFT* documents. Of note, in Section IV Pertinent Trends, computer chairs and computers are needed.

Long Range Plan (LRP). Included in tonight's packet is a *DRAFT* copy of the Long Range Plan. This 47 page document was due October 1, 2015 was submitted as a *DRAFT*. Please review this document right away and provide feedback to Beth G. If a Trustee feels that this plan is too ambitious please provide feedback on what do you want taken out.

Beth reminded Trustees that our Action Plan should be reviewed yearly; in fact, our current plan was due for review in September; we will revisit the LRP in November. Beth P. will add next year's review of the Action Plan to the 2016 meeting.

November Meeting Date. November's meeting will be moved to Wednesday, November 4, 2015 due to Veteran's Day falling on our regular meeting date, November 11, 2015. Beth Patch will arrange for a meeting room for the new date.

Budget Update. Beth G. noted that the FY 2017 Budget Directive has been received; a draft is due October 30, 2015. Contracted services, and repair & maintenance are unexpectedly high (at 60%); programming is as to be expected, considering summer reading program comes at the beginning of the fiscal year, the educational materials line is high due to encumbered funds. Please send your recommendations for FY 2017 budget before October 30.

Developing a Foundation/Capital Campaign. Dana Wilson provided information on her research into a 501 (c) organization, a tax-exempt nonprofit organization. Dana spoke with Tom Dubrey, CPA of Dubrey, Cullitan & Fanning, located in Sturbridge, MA about 501 (c) (3) organizations for 20 minutes. (Dana noted that this is her second conversation with him, speaking a total of 40 minutes or more including the first phone call). Mr. Dubrey's suggestions were:

- Trustees need to read the 31 page application available on IRS.gov
- The application is intense; most of which is not financially related. The application requires a lot of information about the organization including creating bylaws, board of directors, information that does not require an accountant. Mr. Dubrey estimates that completing the application will take 30 hours or more for a person/committee to work on; after which, an accountant can review the application and provide advice on how to finish it. He estimates it will take 5-10 hours for the expert review.

- Of note Mr. Dubrey's firm normally charges \$175 for his services, \$125 for colleague services. However, Mr. Dubrey is willing to cut his rate 20-30 % and charge \$100.00 per hour.
- The government charges a \$850 user fee

Mr. Dubrey further noted a foundation is much more labor intensive to set-up; a very big effort not to be taken lightly. Of note, Beth G. has talked to counsel they said we are okay to do it.

This Capital Campaign could be called Grafton Public Library Fund Raising Improvement Campaign, fundraising for renovation. We have an 88 year old building that always needs a repair of this or that. This will be brought back to next month's meeting.

ON-GOING AGENDA

WiFi Update (ongoing). The Library's WiFi is getting worse and patrons are complaining. There is almost no connectivity in the Children's Room or parking lot. Hopefully by the end of October this will be resolved. Doug B. wondered if speaking with Tim McInerney, Town Administrator would help speed up the WiFi repair; Doug B. will speak with Beth G. regarding what is the best approach.

Landscaping Update (on-going). The DPW began work on a concrete pad for the Jen White Memorial bench; however, installation has been delayed due to rain. The picnic tables were delivered and installed courtesy of John and Jesse Dowd – they are beautiful and sturdy.

Vegetable Garden.

Door Repair/CPC Update (ongoing). The Board of Selectmen signed the contract for the doors on September 22, 2015. Work should proceed in October. Walter from Blackburn Conservation, who was sub-contracted to do some of the restoration work, noticed our broken doorknob on the screen door and has fixed it for free. He is also looking into the cable situation in the dumbwaiter; the rope is dangerously frayed and has been placed *Out of Order*.

Noise Complaints.

Cushions Update (ongoing). In process.

Interior Walls. Repair work started in the Director's Office during the last week of September. There is an active leak; a bucket is currently catching the drip. The Main Reading Room's repairs are nearly complete. Patrons regularly ask when the job will be completed. Service Pro has yet to pick up the remaining scaffolding and reset the shelving and put the curtains back up, as we need a sign off from the insurance company. The large print collection has been placed back where it belongs, but the YA (young adult) materials continue to be in several locations around the room, with some of those shelves so crowded that books are lying on their sides on top of the regularly shelved books, which look quite messy.

Air Conditioners. Beth Patch will purchase three air conditioners (two for second floor stacks and one for director's office) in the spring.

Maps. Beth P. noted that an invoice will be available for next month's meeting. As well, identifying a photographer to digitally copy the maps is in process.

Discarded Computer Grave Yard Store Room. September has come and gone and the discarded computers remain in the Store Room undocumented for removal. Other items will be relocated to this space once the Store Room has been emptied.

The Friends. Beth G. noted that she submitted a budget request to the Friends two months ago; however, to date this budget has not been reviewed. Discussion was held around the need to plan a meeting with the Friends Board and the Trustees in order to define the Friends roll with the Library. This will be a meeting with the Friends Board and Trustees only. Doug Bowman noted that he has spoken with Cynthia A. Roach, Head of Library Advisory & Development, and Massachusetts Board of Library Commission.

Discussion was held around kitchen renovations and when the work might begin. Doug B. will meet with Betei Weldon to discuss a recent correspondence.

REMINDERS

Storytellers Reminder. Storytellers air on Saturday mornings on GCTV and on demand at graftontv.org. Email your selections to vevans@cwmmars.org and Val will seek permission for specific books.

New Business:

Town Warrant. Discussion was held around the upcoming Town meeting in detail. Trustees were apprised that the Selectmen will read each Town Warrant aloud. There will be free babysitting for families.

Library Walkabout. Library walkabout will be brought back to November's meeting. Cynthia Zarriello and Beth P. will conduct November's walkabout.

South Grafton Thrift Shop. Gary Beauchamp brought to the table a discussion around the previously known South Grafton Library, now the South Grafton Thrift Shop. What will happen to the David Merriam Bronze Plaque, the fire place mantel, pewter light sconces, flag pole, etc.? Gary would like to see the flag pole placed on Grafton Common behind the Jerome Wheelock statue. This could be a way of honoring a number of pieces previously part of the South Grafton Library. The placing of the flag pole could be a part of the Grafton Public Library's 90th Anniversary next June. Doug B. will speak with Timothy P. McInerney regarding conducting an inventory of the Thrift Shop. Doug will call Tim after Monday's Town meeting, and an e-mail will be sent to him as well.

Policy Review:

Policy and Procedure Review. The Response to Accident Policy will be brought back for review to October's meeting. This will be brought back to November's meeting.

Director's Report:

Beth G. provided the Director's Report for the month of September 2015 for review and discussion. A full report can be found in this month's section of this Boards meeting manual.

Custodial Services. This remains a problem. The custodian has accepted the position of DPW secretary, and will be moving on from the Library. Beth G. has been in touch with Doug Willardson to determine how the Library will be kept clean and maintained.

Staff. A full report can be found in this month's section of this Boards meeting manual.

CitizensInput. None

Adjournment:

At 9:45 p.m. motion was made to adjourn the meeting by Marilyn, seconded by Cyndi, with all in favor. The next meeting will be held on Wednesday, November 4, 2015 at 7:00 p.m. in Conference Room A of the Grafton Town Hall.

Respectfully Submitted, Beth Patch, Recording Clerk

Attachments. September 2015 Agenda; August 2015 minutes; GPL Director's Report for August; GPL August 2015 Circulation Statistics; Response to Accident Policy; Informational Brochure on Massachusetts State Historical Record Advisory Board (SHRAB); *DRAFT* GPL 2015 Building Program; E-mail re: Town Meeting Warrants; *DRAFT* GPL Long Range Plan 2011-2015; *DRAFT* GPL Action Plan FY 2015, FY2016 State Aid to Public Libraries Annual Report Information Survey (ARIS) of 2015 Date; Letter to Tim McInerney from Paul Holtz, Historical Architect, Massachusetts Historical Commission; Expenditure Reports; Labor Day Historical Book Sale breakdown; Response to Accident Policy

DL/BG/bp